

Mail to:
Department of Charitable Gaming
 101 North 14th Street, 17th Floor
 Richmond, VA 23219



FORM 102
QUARTERLY FINANCIAL REPORT
THREE PAGES - COMPLETE ALL

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CHARITABLE GAMING

MUST BE FILED BY ANY ORGANIZATION REALIZING ANY CHARITABLE GAMING RECEIPTS IN THE QUARTER

QUARTER PERIOD FOR DUE DATE	1st 1/1 thru 3/31 June 1st	2nd 4/1 thru 6/30 Sept. 1st	3rd 7/1 thru 9/30 Dec. 1st	4th 10/1 thru 12/31 March 1st
PLACE X IN REPORT QUARTER				

ENTER FOUR DIGIT CALENDAR YEAR FOR REPORT QUARTER

ORGANIZATION INFORMATION

Organization Name				DCG No.	
Mailing Address					
City		State		Zip	
Business Phone		E-Mail			
Contact Person		Daytime Phone			

PART 1 - RECEIPTS

1. Bingo Paper Sales Before Discounts	
2. Electronic Bingo Device Sales Before Discounts	
3. Bingo Session Instant Bingo, Seal Cards, Coin Board Sales	
4. Bingo Session Treasure Chests and Raffle Sales	
5. Bingo Session Miscellaneous Sales (<i>Daubers, Tape, etc.</i>)	
6. GROSS RECEIPTS FOR ALL BINGO SESSIONS (Line 1 thru Line 5)	\$ -
7. Discounts Given	
8. ADJUSTED RECEIPTS FOR BINGO SESSIONS (Line 6 minus Line 7)	\$ -
9. Raffle and other Outside Gaming Sales	
10. TOTAL RECEIPTS FOR QUARTER (Line 8 plus Line 9)	\$ -

PART 2 - AUDIT AND ADMINISTRATION FEE CALCULATION

11. a. Audit & Administration Fee Due (Line 10 X 1.125%)	\$ -	
b. Late Filing Penalty (\$25 per day after due date)		
c. TOTAL FEE DUE WITH REPORT	Make check payable to: Treasurer of Virginia	\$ -

PART 3 - DISBURSEMENTS		
PRIZES AWARDED		
12. a. Bingo Games		
b. Bingo Session Instant Bingo, Seal Cards, Pull-Tabs		
c. Bingo Session Treasure Chests and Raffles		
d. Door Prizes		
e. Raffles and other Outside Gaming		
f. TOTAL PRIZES AWARDED (Line 12a thru 12e)		\$ -
EXPENSES		
13. Cash Payments from Funds at Bingo Sessions (Food for volunteers)		
14. Cash Shortage or Overage (If this is overage, enter as a negative figure so it will subtract)		\$ -
15. Payments to Registered Suppliers (Paper, instants, seal cards, daubers,...)		
16. Rent Paid for Electronic Bingo Devices		
17. Raffle Supplies		
18. Bingo Hall Lease Payments		
19. Payments to Department of Charitable Gaming		
20. All other Gaming Expenses		
21. a. Use of Proceeds Facility Disbursements		
b. Use of Proceeds Charitable Donations		
c. Use of Proceeds Transfers to Restricted Account		
d. TOTAL USE of PROCEEDS (Line 21a thru 21c)		\$ -
22. Business Expenses		
23. TOTAL DISBURSEMENTS (Line 12f thru 22)		\$ -

For informational purposes only: Please complete this section if you play bingo:	
Winner-Take-All Receipts	
Bingo Attendance (Customer Count)	

PART 4 - CASH RECONCILIATION		
24. Beginning Reconciled Bank Balance (from previous report)		
25. Beginning Cash on Hand		
26. Returned Checks Collected (redeposit of bad checks)		
27. Earned Interest Income		
28. Deposits from Non-Gaming Sources		
29. Total Receipts for Quarter (Line 10 from page one)		\$ -
30. TOTAL FUNDS AVAILABLE (Lines 24 thru 29)		\$ -
ENDING BANK BALANCE a.		
31. Bank Statement Balance -End of Quarter		
b. Add Deposits in Transit		
c. Subtract Outstanding Checks		
d. ENDING RECONCILED BANK BALANCE (Line 31a thru 31c)		\$ -
32. Ending Cash on Hand		
33. Returned Checks (bad checks from players)		
34. Total Disbursements for Quarter (Line 23 from page two)		\$ -
35. TOTAL FUNDS ACCOUNTED FOR (Lines 31d thru 34)		\$ -
Line 30 must equal Line 35 for this report to be in balance		

ACKNOWLEDGEMENT	
The President or Chief Executive Officer must acknowledge their signature before a Notary Public.	
The Notary Public must administer an oath and complete the acknowledgement position.	
I, the undersigned, do hereby swear or affirm that the figures and statements on these pages and on the attachments are true, full, and correct to the best of my knowledge and belief.	
<div style="display: flex; justify-content: space-between;"> <div>Signature of President or Chief Executive Officer</div> <div>Date:</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div>Print Name: _____</div> <div>Title: _____</div> </div>	
NOTARY	
City/County of _____ // Commonwealth of Virginia	
SUBSCRIBED AND SWORN BEFORE ME, THIS _____ DAY OF _____ IN THE YEAR _____.	
My commission expires: _____ Notary Public: _____	